Adapted invitation to tender for Editorial Coordinator services based in Amman

Invitation to tender launched in an adapted procedure in accordance with Article L.2123-1 French Public Procurement Code¹

TECHNICAL SPECIFICATIONS

Document no. 1

¹ Main French Public Procurement Code articles mentioned in this invitation to tender are detailed in Annex 1 of the bidding regulation.
1. About CFI and the QARIB program:

A subsidiary of the France Médias Monde group, CFI, the French media cooperation agency, supported by the French Ministry of Europe and Foreign Affairs, is in charge of the coordination and implementation of public aid policy to promote and enhance media in developing countries. CFI is currently involved in around thirty projects that fall within three major programs: media and governance, media and development, and media and enterprise.

The QARIB programme is a regional initiative focused on Lebanon, Jordan, Palestine and Iraq. Funded by AFD (Agence Française de Développement - French Development Agency) and implemented by CFI, this programme will run from 2020 to 2025.

The QARIB programme aims to help the media and citizens reconnect with each other, and is structured around five key components:

- promoting the production of journalistic content that is close to citizens’ concerns (environment, health, education, justice, gender equality, economy, etc.);
- increasing citizens’ trust in the media (combating fake news, media education);
- making the media more economically independent;
- developing synergies and networks between the media and journalists in the region;
- stimulating public debate on the role, methods and place of the media in society.

The programme will be rolled out by a CFI project team based in Jordan, who will be supported by partners and service providers in the region and liaise with AFD agencies in the area, including the Regional Directorate based in Lebanon.

Service: Editorial coordinator / self-employed individual.

Country of duty: Jordan

Location: Amman with at least 1 mission a year to Iraq Lebanon, and Palestine.

Program duration: 5 years

Contract duration: An average of 18 days per months, depending on activities – between April 2021 and December 2024.

2. Line Management:

The Service provider will execute the Service in accordance of the instruction and guidance of the Project Directors of Qarib project based in Amman and in Paris HQ.

3. Tasks and responsibilities:

The service Provider is responsible for the following tasks:

- Coordinating and overseeing the content production process with different partners of the Qarib project;
- Ensuring quality of the content produced and observing journalistic international standards;
Identifying stories and media trends in the four Qarib countries (Iraq, Jordan, Lebanon and Palestine) in order to provide recommendations and story ideas for Qarib’s team and local partners;

Maintaining and updating database of media, press, TV radio and other media outlets in Jordan, Iraq, Palestine and Lebanon

Supporting partners in cross-border cooperation and overseeing the implementation of content production activities;

Assisting Qarib partners with content production and distribution;

Coordinating and facilitating cooperation between local partners and MCD (Radio Monte Carlo Doualiya)

Producing content for Qarib communications channels.

Any other tasks the Head of project may assign

4. Language skills:

Full professional proficiency of Arabic and English. French is an asset.

5. Requirements

Experience

➢ At least 4 years demonstrated experience as a journalist/editor. Proven knowledge of content analysis and media monitoring.
➢ Proven capability of news initiatives.
➢ Good knowledge of trends and developments in digital media.
➢ Excellent communication and interpersonal skills.
➢ Proven problem-solving capability and experience in working with teams of different backgrounds.
➢ Excellent writing skills in Arabic and English.

Competence

➢ Knowledge of Jordan, Palestine, Iraq and Lebanon context and the relationship between Media, Civil societies and legal authorities;
➢ Knowledge of the Media sector, notably in the Middle East, an asset.

The service provider/consultant must be residing in Jordan and has a work permission.

6. Termination, collateral and transfer of the contract

6.1. Receivership or compulsory liquidation
In the event that the service provider goes into receivership or compulsory liquidation, the contract shall be terminated ipso jure after a period of one month from the date of a letter sent by registered post with acknowledgement of receipt to the official receiver or debtor in the case of simplified receivership or to the liquidator in the case of compulsory liquidation, who, in accordance with the provisions of article L.621-28 of the French commercial code, has the sole power to demand that the current contract be continued.

If the contract is declared to have been terminated, this shall become effective on the date on which the official receiver or liquidator decides not to continue the performance of the contract or upon expiry of the period of one month stipulated above.

This shall not entitle the service provider to any compensation.

If it is established that there is a risk that the service provider’s business may be liquidated, the service provider shall take all necessary steps to provide CFI with the computer codes required for operation of the equipment and software supplied, as well as any developments that may have been made in accordance with the guarantee of future-proofing.

6.2. Termination owing to non-performance

In the event of non-performance by one of the parties of one of its obligations as set out in the contractual documents, the other party may, if it wishes, terminate the contract 15 clear days after sending a registered letter with acknowledgement of receipt to which there has been no response, without prejudice to any action that may be taken for damages.

CFI may provide for the performance of the service at the service provider's expense and risk, either in the event of non-performance by the latter of a service that, due to its nature, cannot be delayed, or after formal notice has been given by registered letter with acknowledgement of receipt to provide the service within eight days and this has proved unsuccessful. Any increase in expenses in relation to market prices resulting from performance of the services at the service provider's expense and risk shall be borne by the service provider.

6.3. Collateral and transfer of contract

No transfer of the contract is authorized

7. Legal disputes

Except in the event of interim proceedings, the parties undertake to seek an amicable solution in the event of any legal dispute or disagreement between them before considering referring the case to a court of any kind.
To this end, any disagreement between the service provider and CFI must be the subject of a complaint report drawn up by the parties, which must be communicated within thirty days from the date on which the disagreement arose.

The parties shall then have 2 months in which to respond to this complaint. If the disagreement persists after this amicable procedure, the parties may commence litigation.

The contract concluded between CFI and the service provider shall be subject to the provisions of French commercial law.

The language of this contract is English.

Any translation is provided for information purposes only and has no contractual value. In the event of any conflict between the two versions, only the English version of the contract documents shall prevail.

Any dispute relating to the implementation or breach of the contract shall be referred to the Tribunal administratif de Cergy-Pontoise.